

Policy Number and Name: 316 Annual Board Organizational Meeting

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

Each year the Division will hold an Organizational Meeting to affirm the Trustees of the Board, elect the Board officers, establish standing committees, and define the governance processes for the upcoming year.

Policy:

- 1) The Organizational Meeting of the Board in each calendar year shall be held not later than November 30 in accordance with Section 72 of *The Education Act, 1995*.
- 2) The Director or designate will give notice of the Organizational Meeting to each Trustee as if it were a special meeting.
- 3) The Director or designate shall call the meeting to order and, in an election year, read the return from the Elections Clerk certifying the election of members.
- 4) In an election year, the Director or designate shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each Trustee, in accordance with Section 71 of *The Education Act, 1995*.
- 5) The Director or designate shall proceed to conduct the election of the Board Chair.
 - a) Nominations shall be made by the Trustees for the office of Chair and need not be seconded.
 - b) The Director or designate shall make three (3) calls for nomination.
 - c) A vote upon the nominees shall be taken by secret ballot.
 - d) The nominee who receives the majority of votes of the Trustees present shall be declared elected.
 - e) Where, on the tallying of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the Returning Officer shall follow the tie vote procedure specified in Section 111(1) of *The Local Government Election Act*.
 - f) In the event that only one (1) Trustee has indicated willingness to serve as Board Chair, that Trustee shall be declared elected by acclamation.
- 6) The Board Chair shall assume office and shall immediately proceed with the election of the Vice Chair following the procedure noted above.

- 7) The newly elected Board Chair shall then proceed with the agenda as presented by the Director or designate and adopted by the Board.
- 8) The Organizational Meeting shall in addition include, but not be restricted to, the following:
 - a) Create such standing committees of the Board as are deemed appropriate and appoint members;
 - b) Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 - c) Establish a schedule (date, time, and place) for regular meetings, and any additional required meetings;
 - d) Approve Trustee compensation (honoraria and expense) rates;
 - e) Review Trustee conflict of interest stipulations and determine any disclosure of information requirements;
 - f) Appoint the Division's signing officers;
 - g) Approve the borrowing resolution;
 - h) Appoint such professional service providers as are deemed necessary to safeguard the long-term interests of the Board. Service providers in this context may include insurance brokers, auditors, architects, solicitor, etc.; and
 - i) Other organizational items as required.